

## Submitting an Application to the Tennessee Bar by Examination

Applicable to First Time Applications and Re-Examination Applications (Rev 9/13)

1. Familiarize yourself with the instructions and application deadlines included on our website at [www.tn.gov/lawexaminers](http://www.tn.gov/lawexaminers). Important information regarding what constitutes a complete application, deadlines and eligibility to sit for the examination are included in the “How to Apply” and “Exam Schedule” tabs. If you wish to test by laptop for the essay examination, read the information included under the “Laptop Testing” tab. The Laptop Testing Application and Release Form are included in the on-line application.
2. Complete your NCBE Application online with the NCBE at [ncbex.org](http://ncbex.org). Print the original for the NCBE, sign, have notarized and then scan and save the document. Make any copies you need and send the application to the NCBE. WE HIGHLY RECOMMEND MAKING A COPY FOR YOUR PERSONAL FILES.
3. ***When using the Tennessee online application filing system, you certify that by entering your login and password, you are signing your application under oath and that, in the event the TN Board of Law Examiners requires any original documents, you will fulfill any such request as soon as possible. Failure to do so may delay licensing.***
4. Login to Synergy: <http://synergy.tnble.com> The software has been tested in Chrome, Firefox, Safari and Internet Explorer (IE Version 10 does not work; use only IE Version 9):

The screenshot shows the Tennessee Board of Law Examiners website interface. At the top, the text "Tennessee Board of Law Examiners" is displayed in a serif font. Below this, there are two main sections: "User Login" and "New User Registration". The "User Login" section includes fields for "Email:" and "Password:", a "Login" button, and a "Forgot Password?" link. The "New User Registration" section includes the text "Don't have an account yet?" and a "Register Now" button. A red box labeled "Start Here" with a red arrow points to the "Register Now" button. At the bottom of the page, the text "Version 1.5.1.37" is visible.

NOTE: if you are REAPPLYING after having applied for the FEB 2013 or July 2013 bar examination, you will already have a login. Use the email address you provided with that application and click “Forgot Password” to reset your login password.

5. Complete the New User Registration Form, as directed, and agree to the terms and conditions. NOTE: The email address you use will be attached to your account and used for all communication from the BLE. PLEASE DO NOT USE A SCHOOL ACCOUNT UNLESS YOU WORK AT THE SCHOOL. Also, be sure to add [BLE.Administrator@tncourts.gov](mailto:BLE.Administrator@tncourts.gov) to your trusted sender list and [tncourts.gov](http://tncourts.gov) to your trusted domains.



## Tennessee Board of Law Examiners

### New User Registration

In order to access the site, you will need to register with the information below. A valid email is required. When you complete your registration, you will be required to verify your email address in order to activate your account.

\* = required field

#### Personal Information

First Name\*

Middle Name

Last Name\*

Social Security Number\*

#### Address Information

Address\*

Apt/Suite, etc.

City\*

State\*

Postal Code\*

Primary Phone\*

Alternate Phone

#### Alumni Information

Law School Attending or Graduated From

Graduation Date or Anticipated Date\*

#### Login Information

Email Address\*

Secondary Email Address

Password

Confirm Password

Password must be at least 6 characters in length and contain at least one numerical digit.



Type the two words

[Privacy & Terms](#)

 stop spam, read books

☐ I have read and agree to the [Terms & Conditions](#)

6. You will receive an email approving your login. Once received, click the link and login using your email address as your login name:



The screenshot displays the Tennessee Board of Law Examiners website. At the top left is a small image of a classical building. To its right, the text "Tennessee Board of Law Examiners" is written in a large, dark red serif font. Below this, there are two main sections. The left section, titled "User Login" with a person icon, contains an "Email:" field with the text "name@doman.com" and a "Password:" field with masked characters. Below these fields are two buttons: "Login" and "Forgot Password?". The right section, titled "New User Registration" with a document icon, contains the text "Don't have an account yet?" and a "Register Now" button. At the bottom center of the page, the text "Version 1.5.1.14" is visible.

[continued next page]

7. "My Dashboard" will display with a list of your applications already filed and a list of applications you may complete. Check the information in "My Profile" and edit as needed. Click on "Fill Out Application" for the appropriate application type (Application for First Time Applicants plus Laptop F2014 or Re-Examination if you have previously taken the TN bar exam).




## My Dashboard

### My Applications

Application Title	Due Date
You have not filled out any applications. Please select from the list below to begin applying.	

**Please Select from one of the applications below**

Please make note of the due date for the Application. After that time, any unsubmitted applications will be deleted.

Non-Standard Testing	 <a href="#">Fill Out Application</a>
Application for First Time Applicants plus Laptop F2014	 <a href="#">Fill Out Application</a>
Amendment to Application	 <a href="#">Fill Out Application</a>

### Recent Exams

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### My Profile

[Edit My Profile](#)

The information entered into your user profile and application forms will be used to generate correspondence and other documents (including your law license). Please check your personal information to ensure correct formatting.

**Personal Information:**

First Name: Rebecca  
Middle Name: Sunnybrook  
Last Name: Farm  
E-Mail Address:  
veredmom@hotmail.com  
Secondary  
E-Mail:  
lisa.perlen@tncourts.gov  
Date Of Birth:  
SSN: \*\*\*-\*\*-9999

**Address Information:**

Address: 123 Sunnybrook Lane  
  
City: Knoxville  
State: Tennessee  
Zip Code: 33333  
Primary Phone: 423-222-2222  
Alternate  
Phone:

**School Information:**

Graduated  
From: UNIVERSITY OF

Components of the Dashboard:

The screenshot shows a dashboard interface with several sections. Red boxes with arrows point to specific elements: 'My Dashboard' (labeled 'Your home page'), the 'My Applications' table (labeled 'Your Applications'), the 'Please Select from one of the applications below' section (labeled 'Other applications available'), and the 'My Profile' section (labeled 'Address changes').

**My Dashboard** ← **Your home page**

**My Applications**

Application Title	Due Date
<a href="#">Edit</a> <a href="#">Delete</a> Application for First Time Applicants plus Laptop F2014	

← **Your Applications**

**Please Select from one of the applications below**

Please make note of the due date for the Application. After that time, any unsubmitted applications will be deleted.

Non-Standard Testing	<a href="#">Fill Out Application</a>
Application for Reexamination Applicants F2014	<a href="#">Fill Out Application</a>

← **Other applications available**

**Recent Exams**

← **Address changes**

**My Profile** [Edit My Profile](#)

The information entered into your user profile and application forms will be used to generate correspondence and other documents (including your law license). Please check your personal information to ensure correct formatting.

**Personal Information:**

First Name: Rebecca  
Middle Name: Sunnybrook  
Last Name: Farm  
E-Mail Address: veredmom@hotmail.com  
Secondary E-Mail: lisa.perlen@tncourts.gov  
Date Of Birth: \*\*\*-\*\*-9999  
SSN: \*\*\*-\*\*-9999

**Address Information:**

Address: 123 Sunnybrook Lane  
City: Knoxville  
State: Tennessee  
Zip Code: 33333  
Primary Phone: 433-232-3333

[continued next page]

8. CAREFULLY read the narrative in Steps 1 and 2 before proceeding to the forms. Please note **additional instructions are available on our website.**

[Dashboard](#) > [Fill Out Application](#)

**Fill Out Application**

Application for First Time Applicants plus Laptop F2014

**Step 1 of 10**

**TENNESSEE BOARD OF LAW EXAMINERS**  
401 Church Street, Suite 2200  
Nashville, Tennessee 37243-0740  
Phone: 615-741-3234  
Fax: 615-741-5867  
[BLE.Administrator@tncourts.gov](mailto:BLE.Administrator@tncourts.gov)  
WEBSITE : <http://www.tn.gov/lawexaminers>

Instructions for First Time Application for Admission by Exam Rev 9/2013

This form is for applicants who have never applied to the Bar of Tennessee and wish to apply for admission by examination. This form is also used by applicants who previously applied to the Bar of Tennessee by examination but have not taken the examination.

- Read Tenn.Sup. Ct. R. 7 completely.
- Carefully review the instructions on the TN Board of Law Examiners website at [www.tn.gov/lawexaminers](http://www.tn.gov/lawexaminers). Click "How to Apply" in the left column. Refresh your browser each time you visit for updates.
- Read all instructions included in the application below.

This application has been tested in Chrome, Firefox, Safari, and Internet Explorer.

**Tip: If you need to leave your computer or need time to think over an answer, save your work.** At the bottom of each screen are navigation buttons. Clicking Previous, Next, or Save for Later Editing automatically saves your work.

**You can preview your application prior to submitting it or review your completed application after submission. Once submitted, no changes can be made to the application.** We highly recommend you preview your work.

The answers to all questions must be completed, including complete addresses and zip codes. Failure to be completely candid may result in denial of eligibility to sit or licensing. If there is any doubt about how to answer a question, you should answer to the best of your ability, and explain the concern in the space provided.

A "complete application" includes the NCBE Application that has been submitted to the NCBE, any attachments to the NCBE Application, the Tennessee Supplement which is completed as part of this process, any attachments to the TN Supplement, three (3) letters of recommendation from attorneys, judges or law school professors, the completed Undergraduate Degree Verification and the Law Degree Verification.

Forms will be made available to you in your Related Tasks list that will appear in your login account after submitting your application. After submitting your application online, return to your Dashboard and click on the Details link for this application. Other forms will be available at <http://www.tn.gov/lawexaminers>.

The Law Degree Verification Form and the Undergraduate Degree Verification Form must be printed, filled out, and mailed to the appropriate representative who is responsible for forwarding it to Tennessee Board of Law Examiners (TBLE) upon its completion. The forms are available at <http://www.tn.gov/lawexaminers>.

It is your responsibility to keep your personal profile current with correct residence and contact information, TBLE uses this information to contact you. Changes in your information such as mailing address and phone number can be made in your profile (My Profile Page). Please keep this information up to date.

Email addresses issued by your school may be disabled after graduation and before grade release. Please be sure to provide the TBLE with an alternate email address and be sure to add our email address and/or domain to your "accepted" list so that important information is not sent to your "spam" or "junk" folder.

at <http://www.tn.gov/lawexaminers>.

It is your responsibility to keep your personal profile current with correct residence and contact information, TBLE uses this information to contact you. Changes in your information such as mailing address and phone number can be made in your profile (My Profile Page). Please keep this information up to date.

Email addresses issued by your school may be disabled after graduation and before grade release. Please be sure to provide the TBLE with an alternate email address and be sure to add our email address and/or domain to your "accepted" list so that important information is not sent to your "spam" or "junk" folder.

Next Step Save for Editing Later Cancel

**Save your work or move forward here**

Version 1.5.1.37

9. Complete the Tennessee Supplemental Application, including emergency contact information.

**Fill Out Application**

**Application for First Time Applicants plus Laptop F2014**

**Step 3 of 10**

**Application for Admission to Practice Law in Tennessee  
Supplemental Information**

**From the NCBE Application**

Applicants to the Bar of Tennessee are responsible for ensuring that all documents are submitted to the Board of Law Examiners in a timely manner. Applicants may be notified by the Board that there is a deficiency in the file; however, such notification is a courtesy. Failure of the Board to notify an applicant of a deficiency does not entitle the Applicant to an extension of time to submit the required documentation.

NCBE #: N10000000 NCBE Application #: 20003584 (found beneath the bar code at the foot of the NCBE Application)

Name: Rebecca Middle Name: Sunnybrook Last Name: Farm

I am applying for the first time to take the Tennessee Bar Examination to be administered in ☒ February ☐ July

☐ I will be taking the examination for the first time. However, I previously submitted an application to take the examination in  mm/yyyy.

**PLEASE NOTE:** If you first applied for admission by examination more than two years ago but have never taken the exam, your NCBE application and background investigation must be updated and supplemented.. You will not be permitted to take the exam without proof that you have submitted the appropriate documentation to the NCBE to supplement your background investigation. Please include the most current application number (printed beneath the bar code) above. In addition to an updated application every two years, you must provide updated professional letters of recommendation and appear for an in-person interview.

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND CHECK THE BOX TO ACKNOWLEDGE YOUR UNDERSTANDING AND AGREEMENT:**

☒ I understand that filing an application with the NCBE does not constitute a filing with the TBLE nor does filing with the TBLE constitute a filing with the NCBE. Both applications must be filed for my application to be complete.

☒ I understand that I that I am under a continuing obligation to keep my application current and must update responses whenever there is an addition or a change to the information previously provided to the TBLE or the NCBE. The updates must be submitted with the Amendment form (see Related Items) and include all relevant documentation. **Any changes in the responses to the completed NCBE Application must be filed with the NCBE and copied to the Tennessee Board of Law Examiners if the background investigation has not been completed.** Pending applications must be updated and a supplemental NCBE background investigation requested every two years. Please include the most current application number above. Address and phone number changes are made by updating your profile in this program.

**1. Locations:**

Test location desired: THE FEBRUARY, 2014, EXAMINATION WILL BE GIVEN IN MURFREESBORO, TN, ONLY. APPLICANTS REQUESTING NON-STANDARD TESTING MAY BE REASSIGNED TO A LOCATION IN NASHVILLE, DEPENDING ON THE ACCOMMODATION.

☒ Murfreesboro

I am including a supplemental application requesting: LAPTOP TESTING ☒ Yes ☐ No NON-STANDARD TESTING ☐ Yes ☒ No  
(Please complete separate application, if required. The LAPTOP TESTING APPLICATION FOLLOWS THIS FORM. NOTE that the deadline for filing an application for admission and the deadline for filing supplemental applications for Non-Standard Testing are not the same. If your application for admission is not filed by the Application Deadline of November 15, you will be charged a late fee even if your supplemental applications are filed on or before the deadlines required for those requests.)

**Interview location:**

I will be available to have my personal interview in the Tennessee County of . The personal interview is a licensing requirement. You will be scheduled for an interview after the bar examination. **Interview locations cannot be changed.**

[continued next page]

10. Read and respond to the questions asked. Explain answers, as necessary. Include anything that might have a bearing on your character and fitness that was not included on your NCBE application. If you need additional space, continue your answer on a separate page; save it as a .pdf with a description of the question to which it related i.e. NameTNSupp3.pdf. You will upload this later. Once you have completed answering all of the questions, you will affix your electronic signature under penalty of perjury.

## Fill Out Application

### Application for First Time Applicants plus Laptop F2014

#### Step 5 of 10

3. Is there any other incident, event, act or condition not herein before referred to having a bearing upon your character or fitness for admission to the bar? If your answer is yes, please enter a detailed explanation and attach documentation, if any.	<input type="radio"/> Yes <input checked="" type="radio"/> No
<div></div>	
4. Is there any reason why you cannot take and subscribe to an oath or affirmation that you will support the Constitutions of the United States and the state of Tennessee? If yes, please enter a detailed explanation.	<input type="radio"/> Yes <input checked="" type="radio"/> No
<div></div>	
5. (a) Have you familiarized yourself with the Rules of Professional Conduct as adopted by Rule 8 of the Rules of the Tennessee Supreme Court, and do you accept that code and agree to conduct yourself in accordance therewith, as the same may be amended or replaced from time to time by the Court?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. (b) Have you familiarized yourself with Rule 9 of the Rules of the Tennessee Supreme Court governing disciplinary enforcement and do you agree to be bound thereby?	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. Do you agree to abide by the duties and standards imposed from time to time on attorneys in this State? If your answer is NO, explain the basis of your application (Article VIII of Rule 7 of the Tennessee Supreme Court Rules).	<input checked="" type="radio"/> Yes <input type="radio"/> No
<div></div>	
7. If you are seeking admission on examination, do you have a disability which requires special consideration to enable you to sit for such an examination? If yes, complete and attach the Non-Standard Testing Request form. Please attach a full written explanation and supporting documentation from your treating physician.	<input type="radio"/> Yes <input checked="" type="radio"/> No
8. Have you registered with the Tennessee Board of Professional Responsibility in any capacity ( <i>pro hac vice</i> or MJP)? If so, please list your BPR numbers:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<div></div>	
<div><b>Must include date submitted to NCBE</b></div>	
FOR FIRST TIME APPLICANTS: I <b>certify</b> that I have completed the Character & Fitness application on-line at <a href="http://www.ncbex.org">http://www.ncbex.org</a> and have downloaded the application, signed in the presence of a notary, and mailed it to the NCBE at the address provided on their website. I <b>further certify</b> that I have paid the NCBE the appropriate fee for the Character & Fitness Report and that the report was not requested more than 6 months prior to this examination. I submitted the report on:	
Date (mm/dd/yyyy):	<input checked="" type="radio"/> Yes <input type="radio"/> No
10/1/2013	



11. After completing the Tennessee Supplemental, information regarding LAPTOP TESTING will display. Read the introduction carefully; then, complete the Laptop Application and Release. If the Laptop Application and Release are not completed, you will not be eligible to use your laptop computer for the essay portion of the examination. PLEASE NOTE: Requirements and the Release have been revised extensively. Read all information thoroughly before agreeing to the terms.

Once you have completed the Laptop Release of Liability, you will affix your electronic signature under penalty of perjury.

Application for First Time Applicants plus Laptop F2014	
<b>Step 8 of 10</b>	
<b>LAPTOP MAKE/MODEL and RELEASE OF LIABILITY</b>	
ALL TESTING FOR THE FEBRUARY 2014 TENNESSEE BAR EXAMINATION WILL BE IN MURFREESBORO, TENNESSEE SOFTWARE DOWNLOAD: JANUARY 27 – FEBRUARY 5, 2014	
NCBE #: <input type="text" value="N1000000"/>	
First Name: <input type="text" value="Rebecca"/>	Middle Name: <input type="text" value="Sunnybrook"/> Last Name: <input type="text" value="Farm"/>
Have you used a laptop to take exams during law school or on any other bar examination? If yes, please provide the name of the school or the jurisdiction where the bar exam was taken:	
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Law School"/>
Have you used Exam4 software during law school or on any other bar examination? If yes, please provide the name of the school or the jurisdiction where the bar exam was taken:	
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Law School"/>
Please list the make of the laptop you will be using for testing and the Version of Windows/Mac that you are using:	
<input type="text" value="Laptop Make/Ver xx"/>	
I hereby request from the Tennessee Board of Bar Examiners ("TBLE") to take the <b>essay portion of the bar examination</b> by laptop computer ("computer") in lieu of handwriting my answers. I acknowledge that the use of my computer is subject to the following terms, conditions, and warnings, which I accept:	
1. I certify that I have carefully read the TBLE's Instructions to Applicants Participating in Laptop Testing ("Instructions"), above, and that I fully understand its contents, which I accept. <input checked="" type="checkbox"/>	

**Laptop Application and Release must be completed to test by laptop. READ THOROUGHLY!**

12. The Request for Statistical Information for reporting purpose is the next step. Complete the screen only if you wish to disclose the information. You will affix your electronic signature at the end.

[Dashboard](#) > [Fill Out Application](#)

**Fill Out Application**

Application for First Time Applicants plus Laptop F2014

**Step 9 of 10**

**Voluntary Self-Identification of Race/Ethnicity**

The information you provide will be used solely for reporting and statistical analysis purposes. Although we would greatly appreciate your voluntary cooperation, refusal to complete this form will not subject any applicant to adverse treatment.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	<input type="checkbox"/>
White (not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (not of Hispanic origin).	<input type="checkbox"/>
Black or African-American (not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander (not Hispanic or Latino): A person having origins in any of the peoples of Hawai'i, Guam, Samoa or other Pacific Islands.	<input type="checkbox"/>
Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent; including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.	<input type="checkbox"/>
American Indian or Alaskan Native (not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	<input type="checkbox"/>
Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above six races.	<input type="checkbox"/>

**Voluntary Authorization and Release of Statistical Information to the NCBE**

I, (full name)

born at (city)  (State)

(country)  on (date of birth)

having filed an application with the TN Board of Law Examiners for the (mm/yyyy)  examination, hereby authorize the Tennessee Board of Law Examiners to share the following information with the National Conference of Bar Examiners for statistical purposes only:

NCBE#  
Name  
Date of Birth  
Law School and Law Degree Date  
Bar Passage Info (pass/fail/did not sit)  
Take # (# of bar exam attempts)  
TN Applicant #  
AKA's

[continued next page]

13. Congratulations! You have completed the Tennessee Supplemental Application. Any attachments will need to be uploaded to Synergy; instructions below. At this point, you can preview the application or submit it. We recommend previewing so you can edit as needed. Once the application is submitted, you cannot edit the form.

Dashboard > **Fill Out Application**

### Fill Out Application

Application for First Time Applicants plus Laptop F2014

**Step 10 of 10**

This application is associated with test 'February 2014'.

**You may preview the application or submit the application from this screen.**

**We recommend previewing the application because once submitted, you cannot change the application.**

Previous Step   Preview Application   **Submit**   Save for Editing Later   Cancel

14. When you submit your application, the following screen will display:

Dashboard > **Fill Out Application** > **Application Submit**

### Application Submitted!

In order to download forms, or to upload required documentation to TNBLE, click on the link below "Return to Application Details."

A confirmation email has been sent to the email address you registered. Be sure and check your spam folder if you don't see it.

**The application fee has not yet been paid. This fee must be paid before processing will begin.**

#### Application Fee Schedule

Type	Application Fee	Start Date	End Date
Application for First Time Applicants plus Laptop F2014	\$450.00	10/1/2013 12:00:00 AM	11/15/2013 11:59:00 PM
Application for First Time Applicants plus Laptop F2014	\$550.00	11/16/2013 12:00:00 AM	1/10/2014 11:59:00 PM

#### Payment Options

Payment Type	Processing Fee	Instructions
Check or Money Order		PERSONAL CHECK OR MONEY ORDER MADE OUT TO: TN BOARD OF LAW EXAMINERS

[Return to Application Details](#)

Version 1.5.1.37

Be sure to mail payment to the TBLE or your application will not be processed.

Please check the website at [www.tn.gov/lawexaminers](http://www.tn.gov/lawexaminers) for deadlines, locations and important information.